

**MINUTES  
MAG ITS STRATEGIC PLAN UPDATE  
REGIONAL ITS STAKEHOLDERS GROUP MEETING NO. 8**

**June 21, 2000  
10:45 AM - 11:30 AM  
MAG Office Building  
302 North 1<sup>st</sup> Avenue  
Phoenix, Arizona**

**ATTENDANCE**

Sarath Joshua, MAG, Project Manager  
Jim Book, City of Glendale, Chairman  
Manny Agah, ADOT  
Mary Kihl, ASU  
Brian Latte, City of Chandler  
Bruce Ward, Town of Gilbert  
Charles Hydeman, City of Goodyear

Dale Thompson, MCDOT  
Alan Sanderson, City of Mesa  
Scott Nodes, City of Peoria  
Mike Frisbee, City of Phoenix  
Bob Ciotti, Phoenix Transit  
Jim Decker, City of Tempe  
Don Dey, TransCore

**PROJECT TEAM**

Pierre Pretorius, Kimley-Horn and Associates  
Tom Fowler, Kimley-Horn and Associates

Doug Sallman, Cambridge Systematics

1. Project Introduction and Welcome  
Chairman Jim Book called the meeting to order at 10:45 AM.
2. Approval of RISG Meeting No. 6 Minutes  
Chairman Jim Book asked if there were any comments or corrections to the RISG Meeting No. 7 minutes. There were no comments or corrections and the minutes were approved.
3. Progress Report
  - 3.1 Task 13, ITS Training and Capacity Building Plan  
Pierre Pretorius informed the RISG that final comments were currently being incorporated into Technical Memorandum No. 9, ITS Training and Capacity Building Plan. The final Technical Memorandum No. 9 will be completed in the next week and distributed to members of the RISG in July.
  - 3.2 Task 10, ITS Implementation Plan  
Pierre Pretorius presented an overview of Technical Memorandum No. 6B, ITS Implementation Plan. Included in the presentation was an update on the overall status of the MAG ITS Strategic Plan Update. The project currently has final reports for Technical Memoranda 1 through 5. Technical Memorandum No. 9 has final comments and will be finalized shortly. Technical Memoranda 6A (Operations and Implementation Strategies), 6B (Implementation Plan), 7 (Telecommunications Plan) and 8 (Evaluation Plan) are in draft format and will be finalized after the July RISG meeting. At the July RISG meeting, Kimley-Horn will present the proposed changes to these drafts. The RISG will have an opportunity to comment on the proposed changes and reach agreement on any changes that will be incorporated into the final technical memoranda. All technical memoranda will be finalized in August, and the Draft Final Report will be presented at the August RISG meeting.

Regarding the ITS Implementation Plan, Pierre explained that projects for short-term, mid-term and long-term implementation have been recommended. These projects focus on meeting the regional needs as identified by the stakeholders. Projects also are designed to fit into the Regional Architecture that has been defined for MAG. An estimate of the number of FTEs required to manage and operate each project also is included. Sarath Joshua asked that the RISG members review the projects recommended in the ITS Implementation Plan to determine if they meet the regional needs. Also, any local needs of the RISG members should be represented in the existing MAG TIP or in the ITS Implementation Plan. Brian Latte asked how MAG funding fits into the ITS Implementation Plan considering MAG already has projects programmed through 2005. Sarath replied that this is, in a sense, a “wish list” of the projects necessary to meet the regional needs. The MAG ITS Committee can also use the list and perhaps accelerate some of the existing or future projects. Brian asked if the existing MAG TIP was considered when developing the ITS Implementation Plan. Pierre Pretorius and Tom Fowler replied that they had reviewed the existing TIP closely to determine which stakeholder needs were met by the TIP projects so as not to duplicate projects. The short-term implementation plan ultimately should be a combination of the existing 5-year TIP and the recommended projects in the ITS Implementation Plan, and the priority of the projects should be determined by the MAG ITS Committee.

**Comments on Technical Memorandum 6B are due back to Sarath Joshua no later than Wednesday, July 5.**

### 3.3 Task 12, ITS Evaluation Plan

Doug Sallman presented an overview of Draft Technical Memorandum No. 8, Evaluation Plan. The Evaluation Plan presents a framework to use to evaluate the various ITS projects that will be implemented by the MAG ITS Committee. Projects will be required to set aside a percentage of their funds for evaluation. Sarath Joshua asked if Doug knew of examples where project evaluations had been successfully done. Doug mentioned the Metropolitan Model Deployment Initiative (MMDI), which had a separate evaluation fund. However, Doug did note that some people considered the MMDI evaluations to be too focused on top down evaluation and did not include enough evaluation efforts at the local level. Sarath emphasized the importance of requiring that funding be set aside for evaluations. Without the funding, a good evaluation can not be completed.

**Comments on Technical Memorandum 8 are due back to Sarath Joshua no later than Wednesday, July 5.**

#### 4. Next Meeting

The next meeting will take place on **Wednesday, July 19 at 10:30 AM** following the MAG ITS Committee meeting. The start time has changed to by Chairman Jim Book due to the large number of items on the agenda of the preceeding MAG ITS Committee meeting. The agenda will include a review of the changes that have been recommended on Draft Technical Memorandas 6A (Operations and Implementation Strategies), 6B (Implementation Plan), 7 (Telecommunications Plan) and 8 (Evaluation Plan). Sarath Joshua asked the committee to spend additional time reviewing the ITS Implementation Plan and the other technical memoranda before they are finalized next month.

#### 5. Adjournment

The meeting was adjourned at 11:30 AM.